TECHNICAL PRESENTATION REQUIREMENTS

General Requirements:
This year's Multi-Agency Craft Conference (MACC) is entitled, "**Operations–Tactics and Capabilities**." <u>Presentations must focus on this year's theme</u>.   Providing your presentation authorizes the Naval Surface Warfare Center Carderock, Combatant Craft Division permission to copy and distribute your presentation to MACC attendees and guests.

Where applicable, it is the Presenter's responsibility to obtain his/her agency's clearance to present a technical presentation to an audience that likely will include foreign nationals. Please note that all NSWC Carderock-authored technical presentations for use at the MACC must be approved for public release. Technical presentations having NAVSEA sponsors must also go through the NAVSEA public release process. Please allow enough time for this process. For NSWC Carderock employees, call the External Relations Branch at 301-227-1137 if you have any questions regarding these requirements.

A fully functioning video projection system will be on site and PowerPoint presentations will be preloaded to limit the possibility of AV errors resulting in conference delays. Please address as soon as possible any special requirements with the MACC Technical Presentation Coordinators, at 757-462-3281 or 757-462-7019 so that the MACC staff can work to accommodate your needs. The presentation areas are equipped with the following:

- Computer Projection
- Overhead Projection through computer projector
- Wireless lapel microphones
- Laser pointer
- CD ROM audio

It is suggested that your presentations be complete and changes be made at the conference center by exception only.

Specific Requirements:
1. Presenters are required to register and pay applicable fees. Registration is available on-line via the conference website at http://www.boats.dt.navy.mil/macc/registration.htm.
2. An abstract summarizing the presentation topic and a brief biography of the presenter(s) are due to the Technical Presentation Coordinators by 7 April 2006 so that they may be posted on the conference website.
3. Presentations must be provided in MS PowerPoint. Use the PowerPoint template available http://www.boats.dt.navy.mil\macc\PRESENTATIONTEMPLATE.PPT.
Presentations should be 20-25 minutes in length with a 5-10 minute Question/Answer session at the end.
4. Presentations must contribute to the technical knowledge base of the boat and craft government/industry community and avoid a "sales pitch" of a product or service.

5. Completed presentations must be submitted via e-mail by May 19th. Please call the Coordinators at 757-462-3281 or 757-462-7019 for e-mail addresses. For presentations that exceed e-mail size limits (8MB) the Presenter may upload to the below listed FTP addresses. Please notify a Presentation Coordinator as soon as possible after your transmission to the FTP site with the name of your file. For those who desire to submit via a CD ROM, please mail to:

MACC Coordinator (Presentation)
Naval Surface Warfare Center - Carderock Division
Combatant Craft Division
2600 Tarawa Court, Suite 303
Norfolk, VA 23521-3239

Addresses for FTP sites:
--From NSWC Carderock computer systems use – ftp://ftp.dt.navy.mil/pub
--From all other computer systems use – ftp://extftp.dt.navy.mil/pub

6. Scheduling preferences will be accepted and every attempt will be made to accommodate preferences, when available. Please refer to the MACC Conference Agenda at http://www.boats.dt.navy.mil/macc/agenda.htm periodically for updates.
7. On the day of your presentation, please make every effort to contact a Technical Presentation Coordinator in the auditorium as early as possible so that we can ensure everything is in order for your presentation.
8. A Technical Presentation Coordinator will ensure you are introduced prior to your presentation. A moderator will be present during and after your presentation to ensure the schedule is maintained.